



SPECIAL EVENT PERMIT APPLICATION

2006

Old Town Winchester Primary & Secondary District

The Old Town Development Board is the main contact for special event permits in the City of Winchester's Old Town district. The OTDB works with event organizers to ensure that all permits, licenses, site safety plans and procedures are accomplished well in advance of the start of the event. The information requested by the application form will be used to determine your eligibility for the special event permit requested. Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the permit, the halting of the event, and possible loss of privilege to host events in the future. The application must be submitted to the OTDB along with a site plan at least 3 months prior to the event to be considered for approval. Certain restrictions apply concerning space on the Mall. Please type or print clearly.

Activity:

Date of Application:

Requested Date: 1st Choice:

2nd Choice or Rain Date:

Sponsored by:

Organizers Contact Information: (must list 2 contacts and indicate best method of contact)

Primary:

Name:

Cell phone:

Address:

Work phone:

Email:

Home phone:

Secondary:

Name:

Cell phone:

Address:

Work phone:

Email:

Home phone:

Description of Event: Attach an additional sheet if more room is needed, include a list of potential vendors and entertainers.

Requested Area(s): Identify the exact location for the activity.

Will the activity require the blocking of any surrounding streets? If yes, indicate which streets.

☐ Yes ☐ No

☐ Boscawen Street

☐ Cork Street

☐ Braddock Street

☐ Piccadilly Street

☐ Cameron Street

Event Hours:

Set-up time:

Clean-up time:

Anticipated attendance (per day)

Participants:

Spectators:

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OTDB Permit #:

Insurance Required:

☐ Yes ☐ No

Permit: ☐ Approved ☐ Denied

COPY TO:

Comments/Special Considerations: See last page

☐ City Manager

☐ Civil War Museum

☐ WPA

By:

Date:

☐ OTWBA

☐ Chief of Police

☐ Fire Chief

☐ Fred. Co. Admin

☐ File

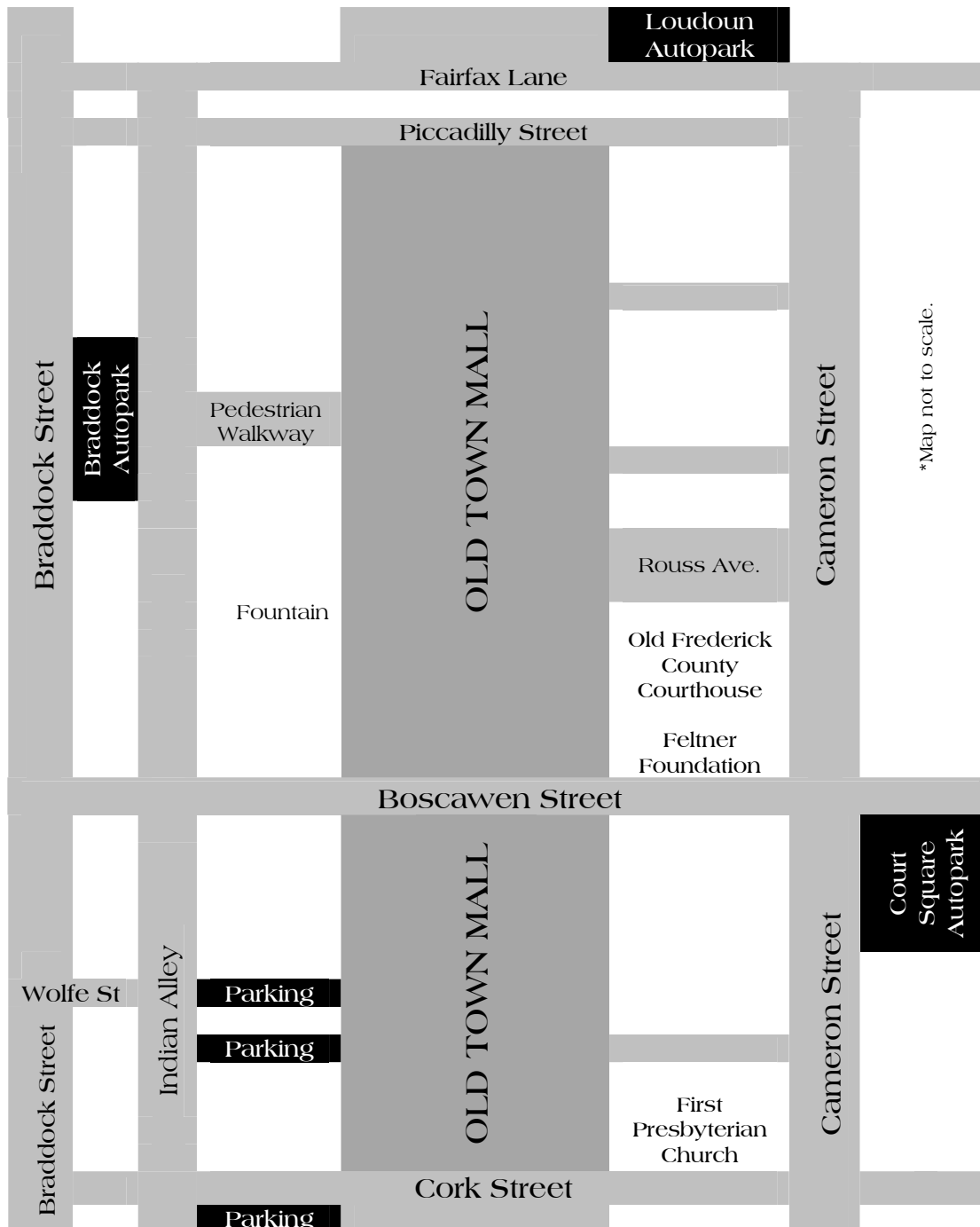
Event Information: Complete the following questions. Provide additional information as needed.

1. Is the activity insured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach copy of Insurance Verification listing the City of Winchester as an additional insurer.
2. Name of Insurance Company providing Certificates of Insurance for the Event:			
3. Is electricity needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, identify on map where and number of outlets needed. (A fee will be charged for use of Mall electricity.)
4. Will amplification equipment be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, length of time.
5. Will the event require use of any parking lots as staging areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, which ones?
6. Will the event require additional spectator parking than regularly available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what hours and which garage.
7. Will any of the following items be used? (check all that apply) <i>Also, BAR needs to approve signage requests and the Zoning Department issues permits with a fee for tent usage. If the tent is over 900 square feet, City Inspections and Fire & Rescue departments MUST issue occupancy permits.</i>	<input type="checkbox"/> Tents <input type="checkbox"/> Tables and chairs <input type="checkbox"/> Stage <input type="checkbox"/> Live radio remotes <input type="checkbox"/> Signs <input type="checkbox"/> Signs or banners	Size(s) <i>Over 900 sq ft, must have Occupancy Permit issued—no exceptions.</i> Number of Size Size(s) Where	
8. Will alcohol be served? <i>Allowed only in Old Town district via City Code section 16-32. Provisions expire 12/31/2006.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	City Code section 16-32, event must be in a designated contained area and obtain a VA ABC banquet permit.
9. Will food be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Will food or merchandise be sold? <i>The collection and filing of any applicable taxes will be the responsibility of the individual vendor.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	All vendors except those selling unprocessed food products must have a current business license. Contact the Commissioner of Revenue, (540) 667-1815.
11. Will admission fees be charged for food or merchandise vendors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12. Will admission fees, entry fees or other fees be charged as part, or in association with the activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
13. Will portable restrooms be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many?
14. Will you have security on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, who.
15. Will any items be left overnight?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what.
16. Will water hook-up be needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, for what?
17. Will there be a parade?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, where and route.

Pedestrian Mall Map

Indicate area(s) where event will occur – identify vendor, entertain and staging locations. **Be specific.** Note: As a courtesy the Old Town Development Board includes the following with regard to restricted private access:

1. Special restrictions apply to the commons area in front of Frederick County Court House. Use of Court House steps and lawn requires permission from Frederick County. (665-5678)
2. Permission to use, including loading or unloading, from Rouss Avenue must be obtained from the property owner, BB&T Bank. (665-4200)
3. At no time shall the entrance or properties of the First Presbyterian Church at 116 S. Loudoun Street be blocked or occupied by the vendors, organizers, and patrons of any Mall activity without express permission from the First Presbyterian Church.



Hold Harmless Agreement

_____ (Legal name of business, exactly as it appears on Certificate of Insurance.), shall defend and hold harmless the City, its officers, employees, agents and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of _____ (Legal name of business.), while their personal property is situate on City property. _____ (Legal name of business) shall further hold the City harmless from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

Legal name of business:
(as it appears above)

By (signature):

Name (printed):

Title:

Address:

Signature:

Date:

Special Event Permit Process

The City of Winchester and the Old Town Development Board encourages and supports Special Events. Once the Special Events Committee, the Old Town Development Board, and the City Manager thoroughly review the Special Event Permit Application an individual, group, and/or organization will be contacted about their status. Special events may be charged specific fees when requiring City services, including but not limited to: police officers, maintenance workers, use of parking lots and garages, electrical usage, water usage, etc. Event organizers may be requested to meet with City representatives to review event plans, layout and all other event logistics prior to the official decision and notification of approval or denial of the Event's application. If approved, a permit notification letter and set of regulations for use of the Old Town Mall will be mailed.

A Special Event permit will not be issued if required time lines are not strictly adhered to, there are inadequate security and safety measures present, the event does not allow for an appropriate flow of traffic (vehicular or pedestrian), the spectator attendance will exceed the capacity of the requested location of the event, the event is not in compliance with City ordinances, when street closings are necessary and assigned/alternate location routes are declined, and the event impacts and conflicts with scheduled construction, maintenance or other activities in the area.

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Comments/Special Considerations: